



# Vacancy Announcement

## VACANCY ANNOUNCEMENT NUMBER: 53

The U.S. Embassy in Cairo is seeking an individual for the position of **Librarian (Turkish Specialist: Acquisition and Cataloging)** in the Library of Congress.

**OPEN TO:** All interested candidates.

**POSITION:** **Librarian (Turkish Specialist: Acquisition and Cataloging)** - LES-8<sup>(1)</sup>; FP-6<sup>(2)</sup>

**OPENING DATE:** May 21, 2014

**CLOSING DATE:** June 18, 2014

**WORK HOURS:** Full-time; 40 hours/week.

**SALARY:** (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-8, step 1 is L.E. 98,851.

(2) Actual FP grade and salary will be determined by the US Department of State.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

### BASIC FUNCTION OF POSITION

The Acquisitions and Cataloging Specialist for Turkish materials in the Cairo Office of the Library of Congress (LOC-Cairo) plays a major role in maintaining the quality and quantity of the collections of the Library of Congress (LC) and of the collections of the 40+ institutions which participate in LC's Cooperative Acquisitions Program for the Middle East (MECAP). The incumbent implements LC's acquisitions policies, addresses the permanent and ad-hoc needs of its collections of print and non-print commercial, non-commercial and ephemeral Turkish publications. Incumbent is also responsible for acquisition of Arabic materials published and available in Turkey through commercial and non-commercial sources. Works with the Kurdish Acquisitions Specialist and the Armenian Acquisitions Specialist in the acquisition of Kurdish and Armenian materials published in Turkey. Incumbent stays abreast of the socio-political, economic, cultural, religious and legal developments in Turkey and ensures that whatever "in-scope" materials are published or are available through non-commercial and other non-conventional sources are acquired, either personally or via LOC-Cairo's vendor in Turkey. Responsible for achieving and maintaining optimal coverage by (a) seeking out additional sources of publications by traveling in Turkey, as well as regularly consulting print and non-print sources such as newspapers, journals, websites; identifying, establishing and maintaining contacts with sources in Turkey and their representatives in Cairo; (b) monitoring the performance of the vendor and (c) supplementing his collection development activities where they fall short. Selects publications for LC's permanent collections, subject to final review by the Head of Acquisitions and Cataloging Section, the Head of Serials Section (for serial publications) the Field Director and LC/Washington. The incumbent works closely with the LC's Recommending Officers and Area and Subject Specialists in the Library's African and Middle Eastern Division, the Congressional Research Service, the Law Library and the Federal Research

Division, so as to remain current with, and respond expeditiously to, the Library's changing needs. Keeps abreast of the collection development needs of the participants in LOC-Cairo Middle Eastern Cooperative Acquisitions Program (MECAP) and ensures that their requests for acquisitions of Turkish materials have been met in a timely manner.

The Turkish Acquisitions Specialist is also responsible for the processing of all Turkish materials (monographs, serials, non-book materials) acquired by (1) creating on-line full, core and MLC and whole-book level cataloging records; (2) creating pamphlet collections for microformatting or digitizing of ephemeral materials. All cataloging work is performed under review from a trainer in Washington. In addition, the incumbent may be asked to review the work of other staff performing descriptive level or copy cataloging of Turkish materials

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Possession of a *BSC* or *BA* degree in Library Science or Turkish Studies is required. In the absence of these specializations, three years of job related experience is required.
2. Two years of progressively responsible experience in an academic or research institution involving the acquisition and/or processing of Turkish materials. In the absence of such experience, the applicant will be placed at a training level until he/she acquires the knowledge of applicable procedures and training needed to function at the full performance level.
3. Level IV in English, Turkish and Arabic required.

## **SELECTION PROCESS**

**"Mission policy prohibits pre-selection of applicants."**

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position **must** submit the following to be considered:

1. Universal Application for Employment (UAE) DS-174 available on <http://egypt.usembassy.gov/hr.html>
2. Candidates must provide in the application (DS-174) names of family members working in the mission.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied
4. Optional: Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Candidates sending applications electronically will receive an automatic reply confirming that the application has been received.

## SUBMIT APPLICATION TO

Human Resources Office

Attention: Lamiaa Hafez or Cindy El Deib

U.S. Embassy, Cairo - 8, Kamal El Din Salah Street, Garden City

Email: [cairojobs@state.gov](mailto:cairojobs@state.gov)

**CLOSING DATE FOR THIS POSITION: June 18, 2014**

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.